

**U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
NEVADA OPERATIONS OFFICE**

NOTICE

NV N 412.X1

Approved: 08-06-01

Expires: 08-06-02

REAL ESTATE/OPERATIONS PERMIT



**INITIATED BY:
Site Management Division**

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1. PURPOSE.

- a. The current Real Estate/Operations Permit (REOP) process is being improved based on numerous comments and experiences over the last year. The new revision will be processed through the Directives Management System and the Work Smart Standards processes during the August-September time frame. One notable improvement is the establishment of a REOP Administrator to support all of the Program/Project/Functional Managers in their initiation of a new REOP or revisions to current REOPs via the Change Control Proposal (CCP). To immediately improve our timeliness and customer service, the REOP Administrator function will be implemented in accordance with this Notice.
- b. Effective immediately, all REOPs and CCPs which have been properly completed and contain appropriate signatures will be submitted to the REOP Administrator, Vickie Parker. She may be reached at 295-6977 or 295-4015; her pager number is 794-5980 and mailstop number is 210. In the event of her absence, her backup is Connie Barricks who can be reached at 295-1280; her pager number is 794-1825.

2. APPLICABILITY. This Notice is applicable to all National Nuclear Security Administration Nevada Operations Office organizational elements.

3. RESPONSIBILITIES.

- a. The REOP Administrator:
 - (1) Reviews the REOP or CCP for administrative accuracy, including any Web-linked references.
 - (2) Obtains a REOP number from Bechtel Nevada (BN).
 - (3) Provides copies of the finalized REOP (i.e., with REOP number) to the Program/Project/Functional Manager.
 - (4) Ensures the transfer of the original REOP or CCP to BN for official filing.
 - (5) Monitors the BN REOP database for accuracy.
 - (6) Resolves any BN REOP database issues through BN.

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- (7) Provides REOP administration training/advice to any requesting organization.
 - b. Although the REOP Administrator function will reside in the National Security organization, it is the intent to provide consistent and reliable support to all Program/Project/Functional Managers.
4. CONTACT. Questions concerning this Notice should be addressed to the Deputy Assistant Manager for National Security at (702) 295-0991.



Kathleen A. Carlson
Manager